

Pubs Gen

*"Organizing for
Production in DDI"*

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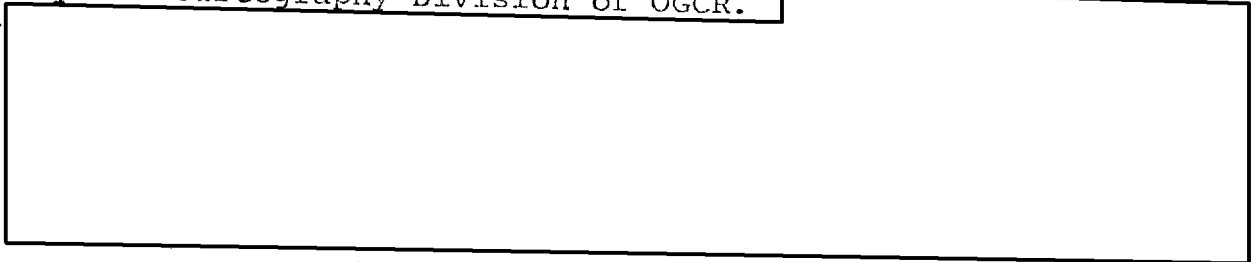
4 August 1976

Consolidated DDI Production Office

Background

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There currently are nine essentially independent production units in the DDI with graphic support provided by the Cartography Division of OGCR.



The cost data for these production units are not readily available but in 1975 rental costs for 14 different types of word processing equipment totaled [redacted] With this equipment 176,000 pages of text were produced, excluding FBIS daily reports.

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Organization

A consolidated Office of Production could take a number of forms but I would see its main function as serving as a 24-hour processing center for DDI publications. This would involve a unit for technical editorial review, machine processing, proofreading, and layout and a cartography unit for graphics. In order to avoid constant battles over editorial review, substantive editorial control should rest with the originating office. Moreover, night-time staffing from OCI, OSR, and OER would continue to be required in order to provide 24-hour WHSR support and to update and add material for the PDB and daily summary.

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In addition to processing publications, a production office could take on certain services of common concern for the directorate. These could include, [redacted] and congressional support, including the preparation of DCI congressional briefings.

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Benefits

A consolidated DDI production office should offer the advantages of:

- quality control of layout, graphics, and printing
- standardization of word processing equipment
- centralized record keeping and control of production and dissemination
- more effective utilization of manpower and equipment
- increased opportunities for analysts and clericals; manpower savings should permit the directorate to increase professional headroom and upgrade clerical word processing positions.